

**Vermont State Workforce Development Board
2020 WIOA State Plan Work Group
Meeting Agenda
August 6, 2019, 2:30 – 4:30 pm
Montpelier, VT**

2:30 pm	Introductions
2:40 pm	Work Group Charge
3:00 pm	Tasks and Timeline
4:00 pm	Vision and Goals Development
4:20 pm	Communications Plan
4:30 pm	Adjournment

**Vermont State Workforce Development Board
2020 WIOA State Plan Work Group Meeting Minutes
August 6, 2019
2:30 – 4:30 pm
Montpelier, VT**

Work Group members in attendance: Melissa Hersh, Ellen Kahler, Tiffany Keune, Chris Loso, and Greg Maguire

State agency staff in attendance: Hugh Bradshaw, Robin Castle, Diane Dalmasse, Dustin Degree, Comm. Lindsay Kurrle, and Sophia Yager

Work Group Chair Ellen Kahler called the meeting to order at 2:40 pm and invited Work Group members and guests to introduce themselves.

Executive Director Dustin Degree reviewed the [charge and responsibilities of the Work Group](#) and provided a brief overview of the purpose and history of the WIOA State Plan.

Chair led a walk through of the draft timeline for completion of the WIOA State Plan, identifying key tasks and responsible parties, and Work Groups members and guests offered several amendments. This timeline will serve as the Work Group's work plan through April 2019 and will be updated as necessary to reflect changes in task descriptions, responsible parties, and deadlines. The timeline will be publicly available in the Board's website and shared with the full Board and relevant partners.

Chair noted preliminary research available to the Work Group related to the existing strategic [vision](#) and [goals](#) in Vermont's current WIOA State Plan as well as examples from other states. Work Group members are encouraged to review these documents and begin identifying ideas and language that may be incorporated into the 2020 WIOA State Plan.

Chair explained that the Work Group's next meeting will be a half-day facilitated retreat to be held in September 2019 (date TBD but will be scheduled prior to the September 26, 2019 Policy Committee meeting). The retreat will serve as an opportunity for the Work Group, private-sector Board members, and state and non-state partners to draft possible vision and goals for consideration by the full Board and the Administration. Chair will work with staff and a facilitator to create a list of invitees and coordinate a meeting agenda and relevant presentations.

The meeting adjourned at 4:20 pm.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board